



TAX INFORMATION / CERTIFICATE REQUEST

Ph: 709-895-8000 Email taxrequest@pcsp.ca

DATE RECEIVED:

**INFO VALID FOR 30 DAYS
EXPIRES ON:**

MUST BE ELECTRONICALLY SUBMITTED; PAPER COPIES NOT ACCEPTED

SECTION 1

Tax Certificate	Deed & Survey required electronically with this form - \$200 Fee – Credit Card Pmnt Only		
	Card # _____	Expiry Date _____	CV Code _____
Tax Information	Survey required electronically with this form		
Law Firm Name			
Lawyer's Name			
Contact Person			
Email		Phone	
Property Sale	Finance / Foreclosure	Other	

VENDOR WAIVER – RELEASE OF PRIVATE INFORMATION

I, _____, the registered/legal owner of the above-mentioned property, hereby give my permission to release the requested tax information to the above noted law firm.

Digital Signature Only (Not Electronic)

SECTION 2: Mandatory per the Municipal Assessment Act - INCOMPLETE FORMS WILL BE RETURNED

Name of Present Owner(s)	
Civic Address	
Purchaser(s) Name	
Purchaser(s) Mailing Address	
Purchaser (s) Phone #	Purchaser(s) Email
Date of Request	Date of Transfer

OFFICE USE ONLY

SECTION 3: Planning & Development Review - check as applicable		Reviewed by:	
PAR ID	Civic Address		
Survey Attached?	Has this property been sub-divided?		
Deed Attached?	Has this property been consolidated?		
Property Description			
Single Dwelling	Vacant Land	Commercial Building	Water
Single Dwelling with Apartment	Double Dwelling	Other (specify below)	Sewer

COMMENTS:

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SECTION 4: Rate Information - VALID FOR 30 DAYS - please read below			Entered by:
	Annual Taxes	Outstanding Taxes	Total Amount Required
Property	\$	\$	\$
Water/Sewer	\$	\$	
Business	\$	\$	Payment Plan? <input type="checkbox"/>
Other	\$	\$	Mortgager? <input type="checkbox"/>

IMPORTANT INFORMATION:

1. If current taxes are for vacant land only, the property may be subject to a SUPPLEMENTAL INVOICE which will be prorated to the date the occupancy permit is issued. The current property owner is responsible for the supplemental invoice, regardless of when the Town receives the new assessed values.
2. Payments received after the **EXPIRES ON** date may be subject to interest; payment of same will be required prior to property transfer or issuance of tax certificates. Interest is charged on the first of each month at a rate of 1% on outstanding tax balances.
3. Payment plans are withdrawn on the 30th of each month; the total amount required will be reduced if a payment comes out. Please confirm the total amount due if your client is on a payment plan.